

OFFICE SERVICES SUPERVISOR II (GENERAL)

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: May 19 – 22, 2008

Collective Bargaining Identification: S04

Job Analysis Conducted By: Cheryl L. Session, Associate Personnel Analyst

Number of Incumbents: There are 26 incumbents in this classification per Department of Corrections Filled/Vacant Position Report dated May 19, 2008.

Names of the Subject Matter Expert(s) and their background:

MARIA BACON, OFFICE SERVICES SUPERVISOR II, DIVISION OF JUVENILE JUSTICE

Maria currently serves as an Office Services Supervisor II (General) in the Division of Juvenile Justice. Maria has been her position for 2½ years. She has been with the Department for 26½ years.

ROBERT LOMAX, OFFICE SERVICES SUPERVISOR II (GENERAL), OFFICE OF PERSONNEL SERVICES

Robert currently serves as an Office Services Supervisor II (General) in the Division of Human Services, Office of Personnel Services. Robert has been in his position for 2 years. He has worked for the Department for 4 years.

NADINE PIZZO, OFFICE SERVICES SUPERVISOR II (GENERAL), DIVISION OF ADULT INSTITUTIONS

Nadine currently serves as an Office Services Supervisor II (General) at the California Institution for Men. Nadine has been in her position for 7 months. She has worked for the Department for 16 years.

VICTOR ZAPINE, PAROLE AGENT III, DIVISION OF JUVENILE JUSTICE

Victor currently serves as a Parole Agent III and a supervisor to an Office Services Supervisor II in Division of Juvenile Justice, N. A. Chaderjian Youth Correctional Facility. He has been with the Department for 18 years.

OFFICE SERVICES SUPERVISOR II (GENERAL) INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- Exam History File
- California State Personnel Board job specification
- Various duty statements from the Office Services Supervisor II (General)